



UVLSRPC Full Commission Meeting
Wednesday, February 26, 2014
10 Water Street, Lebanon, NH 03766
Approved April 23, 2014

Commissioners Present:

Thain Allan - Grantham
Dan Brand - Lyme
Kate Connolly - Hanover
Bob Crane – New London
Sam Greene - Lyme
Peter Guillette - Claremont
Jeff Kessler - Newport
Dan Kiley - Enfield
Larry LeClair - Lebanon

Julie Magnuson - At-Large
George McCusker - Springfield
Nancy Rollins -New London
Aaron Simpson -Sunapee
Bill Trought - Dorchester
Josh Trow - Sunapee
Joanna Whitcomb - Hanover
Richard Wahrlich - Claremont

Others Attending:

Vicki Smith - Guest
Christine Frost - Staff
Chris Courtemanche - Staff
Nate Miller - Staff
Rachel Ruppel -Staff

1. Call to Order

Chair Larry LeClair called the meeting to order at 6:08 p.m.

2. Approval of Minutes:

Jeff Kessler moved to approve the minutes as amended. Peter Guillette seconded, and the motion passed unanimously.

- Section 7 first sentence should read "Hanover Planning Board heard testimony about the improvement"

3. Presentation by Vicki Smith regarding PlanNH Charrette in Hanover: Vicki Smith of the Hanover Planning Department gave a presentation about a design charrette for the West Wheelock Street area of Hanover. The Town of Hanover applied for and received a technical assistance grant from PlanNH, which brought a team of planners and design professionals to conduct visioning sessions for the future of this neighborhood and to draw up schematic plans. To encourage people to participate, the visioning sessions were held on Friday afternoon and evening and a lot of outreach was done to both the property owners and the renters of the existing neighborhood. Some of the ideas incorporated into the design charrette were a developing “green gateway” into Hanover from the Ledyard Bridge, creating more of a riverside park, and developing a village/downtown-style housing near the college campus, and being creative with parking (such as off-site parking).

4. Broadband Telecommunications Plan overview by Rachel Ruppel: Rachel noted that the project started in 2011, and it has taken nearly three years to develop the first ever Regional Broadband Plan. A draft of the Executive Summary has been developed which includes the needs of the region, challenges in broadband development, and strategies for how the region can move forward. Rachel shared the following timeline for the Regional Broadband Plan:

- April 23, 2014 – A public hearing will be held at the UVLSRPC commission meeting
- May 16, 2014 – Statewide Broadband Conference
- May 30, 2014 – A public comment response document will be published
- June 25/26, 2014 – Stakeholders Meeting to public comments, and revisions to the plan

- August 20, 2014 – Bring plan to the UVLSRPC meeting for formal adoption

5. UVLSRPC Committee Reports:

Executive Committee

- Vehicle Policy – Christine noted that the Commission can review and give feedback or, if acceptable, vote to approve the policy. After some discussion, the commission would like to see the policy go back to the Executive Committee with the following corrections:
 - ✓ Section A change witch to which;
 - ✓ Section B3 change with to within;
 - ✓ Section C1 do not limit to people who are directly associated with the commission but broaden the language to include others who are interested in attending the meeting and want to carpool;
 - ✓ Section C8 change policy to police;
 - ✓ Section D remove RAV4 and replace with company vehicle.
- New Contracts – Christine Frost reported that Rachel Ruppel will be working with the City of Lebanon beginning in March to assist them in their transition due to the recent retirement of staff. Rachel will be working on bicycle/pedestrian transportation and other projects in the Planning Department. Christine Frost noted that, per commission bylaws, any contract over \$10,000 needs to come to the full commission and since this contract is \$22,808, a motion is needed to proceed. **Motion made by Aaron Simpson to approve the contract with the City of Lebanon for \$22,808 and seconded by Nancy Rollins. Motion carried.**
- Executive Director - Chair Larry LeClair reported that Christine Frost is leaving UVLSRPC effective February 26, 2014, and is moving on to be the Executive Director at North Country Council. The Executive Committee unanimously voted to recommend to the Commission hiring Nathan Miller as the new Executive Director of UVLSRPC. Chair Larry LeClair opened the floor for questions/comments. Aaron Simpson asked if there was a question about doing a job search. Jeff Kessler responded that it was the consensus of the Executive Committee due to Nathan Miller's demonstrated ability and commitment to the Commission, and therefore, it was unnecessary to go through the expense of an outside search. Aaron noted his concern was due to past situations when the Executive Director was brought in from within, and it did not work out. Kate Connolly noted that promoting from within has happened twice, with good results from one person and not as good with the other. Joanna Whitcomb noted that Nathan Miller is an exceptional planner but stated that she felt the position should be noticed. **Aaron Simpson moved to approve Nathan Miller as the new Executive Director seconded by Peter Guillette. The motion passed unanimously.** Chair Larry LeClair asked for a motion to authorize Nathan Miller to sign any and all contracts and to carry out the Work Plan approved by the Commission on June 18th, 2013 on behalf of the Commission, and to authorize Nathan Miller to be signatory on any and all bank accounts and lines of credit. **Motion made by Peter Guillette and seconded by Aaron Simpson. The motion passed unanimously.**

Finance

- Thain Allan reported that the December income statement showed a \$9,000.00 positive income position which is where we anticipated we would be. At the end of December, the cash flow was \$206,000. Beginning July 1st, 2014, the income statement available for each Commission meeting will be more current as the Finance Committee meetings will be rescheduled so that the previous month's income statements can be reviewed prior to the Commission meetings. Christine Frost reported that the Commission meeting dates will change slightly and will be noted in April. Thain Allan reported that the single audit results are in and showed no weaknesses or deficiencies.

Personnel Committee

- Emergency Procedures – The Commission reviewed the proposed emergency procedures document proposed by the Personnel and Joint Loss Management Committees. After discussion, it was agreed that the Personnel Committee would look into the U.S. Postal Services guidelines for a suspicious package and the State of New Hampshire's policy for limited mobility in case of a fire. In addition, the Personnel Committee was asked to correct a

few typographical errors and then bring back to the April Commission meeting for review.

6. Connecticut River Joint Commissions (CRJC) - Aaron Simpson reported that CRJC is a bi-state organization authorized by statute in both Vermont and New Hampshire, and that he is currently the Commission's representative to the organization. CRJC recently went through their first audit to reestablish their credibility. Aaron Simpson noted that CRJC work is focused on the Connecticut River, dam relicensing, and developing planning guides for different sections of the river. The Recreation Management Plans for each of five river sections were recently updated and printed; of most interest to the Commission are the Upper Valley and the Mt. Ascutney plans. Aaron noted that CRJC wants to reassess how much work they can actually do, given the changes in their finances and organization. Going forward, it will change what kind of role they will play. There is an effort to get CRJC to voice an opposition to the power line from the North Country to Canada and the pipeline from Canada to Portland crossing streams and rivers. There are concerns that need to be addressed, such as how it will impact the environment and recreation in this area. Aaron Simpson noted that he does not have a sense of where CRJC is going, but due to the mismanagement in the past, it is unknown. Christine Frost noted that the Commission is statutorily granted a seat on the CRJC.

7. Nominating Committee - Chair Larry LeClair asked for five volunteers to be on the Nominating Committee. Thain Allan, Sam Greene, Peter Guillette, Julie Magnuson, and Aaron Simpson volunteered to be the five members on the committee.

8. Update on House Bill 1573/Feedback on the Legislator Reception – Christine Frost reported that HB1573, a bill to eliminate Regional Planning Commissions, did not go through, but she foresees a study committee forming in the next year or two. Christine also noted that the Legislators' Reception had low attendance but was very productive and a great opportunity to interact with the legislators and suggested that the Commission make this an annual event. Joanna Whitcomb noted that there may be a better time of year to hold it. Nancy Rollins noted that it is good opportunity to meet and talk to state legislators.

7. Commissioner Town/City Announcements:

Larry LeClair noted that the Zoning Administrator from Lebanon is retiring after 37 years and will be missed. They are rearranging the Planning Department, and Rachel Ruppel will be providing the City with staffing assistance two days a week.

Julie Magnuson noted that New London Hospital has withdrawn their planning application due to a bonding issue. Julie reported that the Arlington Sample Book Company redevelopment was approved and will house a 24-seat Dunkin' Donuts. This will include 8,000 SF of retail space and office space.

8. Adjournment: Thain Allan moved to adjourn seconded by Nancy Rollins at 7:50 pm.

Respectfully submitted:
Chris Courtemanche, UVLSRPC Administrative Assistant